



**JUSTICE AND PUBLIC  
SAFETY CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**505 KAR 1:100  
REFERENCES:  
3-JTS-3A-03  
1-JBC-3A-13**

<b>CHAPTER: Admissions</b>	<b>AUTHORITY: KRS15A.069</b>
<b>SUBJECT: Daily Census and Population</b>	
<b>POLICY NUMBER: DJJ 204</b>	
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<b>APPROVAL: Bob D. Hayter</b>	<b>, COMMISSIONER</b>

**I. POLICY**

The Classification Branch shall be responsible for reviewing and monitoring a daily census and population count of all youth housed in Department of Juvenile Justice (DJJ) operated programs and contract agencies, excluding weekends and holidays.

**II. APPLICABILITY**

This policy shall apply to all DJJ or contract residential facilities.

**III. DEFINITION**

Refer to Chapter 200.

**IV. PROCEDURES**

- A. Each DJJ facility, contracted private childcare, and therapeutic foster care provider shall submit population reports daily by 10 AM EST, excluding weekends and holidays, to the Classification Branch via online population report, email, fax, or telephone.
- B. The daily population report shall be compiled and reviewed by the Classification Branch and provided to the Facilities Regional Administrators, Community Service Regional Managers, Regional Directors, Deputy Commissioners, and Commissioner.

**V. MONITORING MECHANISM**

Monitoring shall be done by the Classification Branch.